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BRA

4446

(Boston Redevelopment Authority) Form CBD-2-64

GUIDELINES FOR REPORTING
BUILDING CONDITION
DATA
in the

PARK PLAZA PROJECT
BOSTON, MASSACHUSETTS

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The following guide is to be used in conducting a survey of building conditions, to provide detailed information and permit an evaluation of an entire building, whether single or multi-story. It is important that the forms be filled out accurately and completely, to allow detailed examination of each unit of a building or an entire building, and allow a rapid visual evaluation of the data. All entries on the form are to be clearly legible.

Definition

A building is considered a structure built separately from adjacent or adjoining structures. Common walls and/or fire walls shall constitute separation of buildings and common ownership or use of adjoining buildings shall in no way determine the use of the building condition survey form.

BRA Project Name & Number

Stamped or printed as directed by BRA.

BRA Block & Parcel Number

Filled in by examiner as directed by supervisor.

Ward Number

Filled in as directed by supervisor.

Date

Fill in the date of examination of the building; circle either A.M. or P.M. as applicable.

Address

Filled in by examiner prior to field examination from information by

BRA and checked in field for verification. When address differs, make change and note on form under "Comments."

Owner/Agent

Insert name of property owner and/or agent tending the property as provided by BRA.

Also Known As

Examiner to insert name that building may be commonly referred to such as, White Building, Jewelers Building, Monadnock Building, etc.

Code & Other Symbols

Material Code, Condition Code & Location Code abbreviations shall be used throughout the form to properly indicate the elements and characteristics of the structure.

Conditions 1, 2, 3 and 4 are for a general measure of deficiency and/or deterioration. Where several localized deficiencies or deterioration exist, the examiner is to use his judgment and discretion in scoring. The percent of deficiency or deterioration is to be considered as a factor of area, length or units. M is used only for makeshift construction, repair or facility used to serve a purpose for which it is inadequate and/or unsafe. When M is indicated, a condition of 3 or 4 should also be indicated. X indicates that no item of this category exists and no score is applicable. S indicates that the item exists but the examiner could not see nor obtain information regarding it from a reliable source.

Building Type & Occupancy Group shall be indicated by appropriate type and group applicable for the whole structure.

Year Built. Indicate date shown on cornerstone or other evidence. Miscellaneous symbols Y, N and P are self-defining. An asterisk is to be inserted at every sub-item (a, b, c, etc.) on which the examiner will

elaborate under Item 30 "Comments."

Type Structure shall be indicated as:

A = Attached, when a building is butted on two or more major walls.

S = Semi-attached, when a building is butted on one wall by another building.

D = Detached, meaning a freestanding building.

Number of Floors. Enter the number of floors and add "B" for basement, "SB" for sub-basement, $\frac{1}{2}$ for attic (e.g., a 5-story building with basement, sub-basement and attic would be shown as "5 $\frac{1}{2}$ B-SB").

Structure Converted. Indicate "Yes" when converted to other than its original use or capacity and explain under "Comments" what conversion was made.

Floor and Location:

"B" = A basement is a level of three or more steps below ground or sidewalk level from the front of the building.

"St" = A street floor is one on sidewalk or ground level or a level which is no more than two steps below or above ground or sidewalk level from the front of the building.

In designating specific locations of a unit, use a combination of symbols as appropriate, starting with the level of the building, location left or right, followed by location front or rear. These symbols may be used in "Comments", or other appropriate application, i.e.,

SB = Sub-basement Rt = Right For Example:

B = Basement Lt = Left SBF = Sub-basement Front

1-Up = Various Floors F = Front BR = Basement Rear

P.H. = Penthouse R = Rear 1LtF = 1st Floor Left Front

At = Attic S = Side 2RtR = 2nd Floor Right Rear

3RtS = 3rd Floor Right Side, Etc.

Right and left of building are as viewed from its front, outside, looking in.

1. Inside Walls. (Indicate percent of construction materials of which structure is composed.)

a. Check for loose paper or tile, blistered, peeling or missing paint, or other deteriorated wall coverings.

Check for cracks in plaster, wall tile, mouldings, etc.

b. Check for exposed lath, chipped wallboard, holes in walls or baseboard and broken mouldings.

c. Check for watermarks, deterioration near plumbing fixtures, on walls and ceilings.

2. Inside Ceilings. (Indicate percent of construction materials of which structure is composed.)

a. Check for loose paper or tile, blistered, peeling or missing paint, or other deteriorated coverings.

Check for cracks in plaster or other finish.

b. Check for exposed lath, loose or missing ceiling finish and broken mouldings.

c. Check for watermarks and deterioration near plumbing fixtures.

3. Floors. (Indicate percent of construction materials of which structure is composed.)

a. Check for worn, loose, torn or missing linoleum, floor tiles, paint, varnish or other finish.

Check for worn, loose or missing floor boards, protruding nails, buckled surface.

b. Check for warped, settled, sagging or pitched floors.

4. Windows. (Indicate percent of construction materials of which structure is composed.)

a. Check for broken sash cords and stop beads, broken, inoperable or missing locks, deteriorated sills, sashes, frames and glazing.

b. Indicate "Yes" or "No." If "Yes," describe in "Comments."

5. Utilities - Plumbing

a. Fixtures. All toilet fixtures generally should be identified as modern or otherwise. A modern fixture shall be any fixture whose basic mechanical design and styling is of the current period.

b. Note whether venting of all plumbing is in accordance with current practices and indicate "Yes", "No", or "partial" as applicable.

Precode construction practice frequently omitted traps at each fixture and provided one running trap in the outfall line, usually in the basement.

c. Supply Piping. All visible hot and cold water piping should be inspected for leaks, general corrosion condition and soundness of insulation.

d. Drain Lines. The drain lines should be inspected for leaks and general corrosion conditions. Care should be taken in rating cast iron bell and spigot piping, as this pipe unpainted may give the impression of excessive rusting which is not detrimental to its structural soundness. This pipe should be examined for casting cracks which are obvious by discolorations around the cracks. The caulked joints of this piping should be examined for corrosion or breakage.

6. Toilet Rooms

a. All walls should be identified by type of materials. Where more than one material is used, it should be noted and the general condition

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listed.

b. The ceiling should be identified by material and the general condition noted.

c. The floor should be identified by type of construction and covering material and the general condition noted.

d. The partitions should be listed by material and the general condition noted.

e. The ventilation should be listed as natural or mechanical and if mechanical the general condition of the fan and duct work should be noted. If not ventilated in accordance with current requirements, it shall be noted and covered in Item 30 - "Comments".

7. Utilities Electrical

a. All wiring should be listed as modern or otherwise and the general condition noted.

b. All fixtures should be listed as modern or otherwise and the general condition noted.

8. Outside Walls.

Check masonry, joints, trim, siding, cornice, fascia, parapet, gargoyle, etc. for loose, missing or deteriorated construction materials.

Examiner shall check exterior building column pilasters and masonry encasement of structural members for evidence of cracks, or stains vertical or horizontal, which are an indication of deterioration in the structural members.

9. Foundations, Exterior

Check for loose, missing, cracked or deteriorated construction materials.

Check for sags, bulges, settlement and vertical alignment.

Look for evidence of settling or piling failure.

10. Marque or Canopy

Check condition of construction materials.

Check for cracks, settlement.

11. Primary Egress

a. Indicate location.

b. Indicate number of additional egresses. Should any egress not conform to current requirements, it shall be related in Item 30 "Comments".

Dual egress exists if the structure has a front and rear stairway and/or fire escape which allows occupants to reach the outside at ground level. Both means of egress must be free of obstructions.

Any comments on inadequacy of handrail, stair, width of enclosure, etc. shall be recorded in Item 30.

12. Front Exterior Stairs

Indicate and check construction materials and their condition.

13. Front Interior Lobby and Stairs

Indicate type of construction materials and condition and determine structural soundness.

14. Public Corridors

Indicate type of construction materials and condition and determine structural soundness. Any comment on inadequacies or nonconformance to current requirements shall be entered in Item 30.

15. Basement

Examine mortar joints, look for leakage through foundation; cracks and settlement in walls, floors and columns.

Check other items such as ceilings, framing, doors, bulkheads, stairs, etc., for type of construction materials and condition.

Check all plumbing, drains and piping for corrosion, leaks and repairs. Inspect chimney for deterioration.

Any condition in boiler room (s) not conforming to current requirements shall be entered in Item 30.

16. Utilities - Heating

a. Identify the type of fuel such as coal, oil, gas or purchased steam.

b. Identify the type of central heating system such as hot air furnace, hot water or steam boiler and obtain rated capacity. Check the central system for corrosion and soundness of insulation. Check valve packings, ductwork and pipe fittings for leaks, and inspect all associated equipment pertinent to the function of the boiler or furnace for general condition.

c. Check all installed space heating equipment such as radiators, pipe coils, unit heaters, finned tube baseboard radiation pipe and fittings for degree of corrosion and leaks. Note under Comments any apparent inadequacies of the system.

d. Identify the type of incinerator as defined below:

1. Masonry. Any unit built in place of all masonry or a combination of masonry and other structural materials. For ease of identification any unit of a permanent type construction shall be considered masonry.

2. Prefabricated. Any unit prefabricated, preassembled or field assembled. For ease of identification any unit of a movable or re-assemblable type should be considered prefabricated.

All incinerators should be inspected for degree of exterior corrosion and general structural condition with particular attention given

to mortar and welded joints.

17. Utilities - Hot Water

- a. Identify type of fuel such as oil, gas, electrical, coal or purchased steam.
- b. Identify the type of hot water generating equipment as defined in paragraphs 1, 2 and 3 below, and inspect the unit for general structural condition, leaks and degree and soundness of insulation.
 1. Side Arm. A heat exchanger generally close coupled to a hot water boiler or steam boiler below the normal operating water level. For ease of identification, any heat exchanger utilizing hot water for heat transfer without mechanical assistance such as a circulating pump shall be considered a side arm unit.
 2. Internal. A heat exchanger installed in the central heating boiler.
 3. Separate exchangers are located remote to the central heating boiler but utilizing steam or mechanically circulated hot water from the central boiler or purchased steam for heat transfer.

18. Primary - Electrical Utilities

- a. The type of current (AC or DC) should be listed.
- b. The voltage should be listed as 120-208, 208-480 or 120/208/480. When power requirements for 480 volts are encountered by building occupant, it is the practice to place the transformer bank inside the building at owner's expense, as 120/208 V only is furnished to the building by Boston Edison.
- c. All switchgear should be listed as modern enclosed or otherwise and the general condition noted.

Combinations of new (enclosed) and old (open) switchgear or separate services shall be described under "Comments".

Note: Any part of the electrical utilities that are not in accordance with current requirements shall be reported in Item 30 "Comments".

19. Utilities - Air Conditioning

a. Service. The type of system should be identified as cooling or heating and cooling. The pipe valves and fittings should be observed for leaks and corrosion and the soundness of insulation and pertinent components noted. The rated capacity in tons of refrigeration should be listed.

b. System. The system should be further identified as a package unit, central fan room or fan-coil units and the general condition of the specific units indicated.

c. Cooling. The method of heat transfer from the cooling coil such as direct expansion, chilled water or brine should be noted and the general condition of the piping and insulation indicated.

d. Condensing. The method of condensing should be identified such as city water, cooling tower or evaporative condensers. All piping accessories and equipment pertinent to the condensing circuit should be observed and the general condition indicated.

e. Ductwork. All ductwork should be observed and noted as to general condition and the percent of the total building floor area with installed ductwork listed.

20. Utilities - Product Refrigeration

a. The type of system should be identified as listed and general condition of all piping, accessories and other equipment indicated.

b. The area and holding temperature of the refrigerated space should be listed.

c. The method of condensing should be identified as listed and the general conditions of all piping, accessories and pertinent equipment indicated.

21. Rear Exterior Stairs

Indicate and check construction materials and their condition.

22. Rear Interior Lobby & Stairs

Indicate type of construction materials and condition and determine structural soundness.

23. Delivery Facilities

Information required is self evident. Special conditions should be explained in "Comments", such as loading apron or bays at off-street, and if on-street state whether sidewalks are used to discharge and load cargo.

24. Loading Platform

Information required is self evident. Special conditions should be explained in "Comments," such as loading apron or bays at off-street, and if on-street state whether sidewalks are used to discharge and load cargo.

25. Elevators

Indicate the number of cable, hydraulic, freight, passenger and sidewalk elevators together with condition and their rated capacity.

Indicate method of operating and condition of equipment.

Under certain conditions, the power source for operating elevators may be different than that used for power and lighting in the building, and this item is to indicate whether D.C. current conversion or generation equipment is in the building.

Inquire as to outage from service due to mechanical failure and cover subject under "Comment."

26. Fire Protection

Indicate by circling or insertion, the type or kind of fire protection equipment and its condition.

27. Penthouse

Report on construction materials and their condition.

28. Roof

Indicate the type of roofing material and its condition.

Look for depressions, sagging on flat roofs as distinguished from designed slope.

Examine chimney(s) for material and condition.

Check flashing, gutters, leaders, cornices, fascia, etc. for material and condition.

29. Parking

Information required is self evident. Special conditions should be explained in "Comments," such as off-street or on-street, and state whether sidewalks are used.

30. Comments

Enter here all explanatory notes, diagrams or other pertinent items of information not self-explanatory on the form. All comment to specific item number and subitem, such as 17d.

Include under this heading or on separate form where necessary a brief written summary describing the building's general condition, noting any rehabilitation or renovations currently in progress.

